



Republic of the Philippines

# CITY OF VALENZUELA

Metropolitan Manila

## OFFICE OF THE CITY ASSESSOR

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ : \_\_\_\_\_

CTRL NO.: \_\_\_\_\_ -2017- \_\_\_\_\_

### REQUEST FOR (PLEASE CHECK):

- \_\_\_\_\_ 1) Table Assessment
- \_\_\_\_\_ 2) Inspection of Real Property
  - \_\_\_\_\_ a) Undeclared Property
  - \_\_\_\_\_ b) Reassessment
    - \_\_\_\_\_ A) Land
    - \_\_\_\_\_ B) Building/s
    - \_\_\_\_\_ C) Machineries
- \_\_\_\_\_ 3) Certificate of Non-Improvement
- \_\_\_\_\_ 4) Others: (pls. specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### REQUIREMENTS FOR APPRAISAL OF UNDECLARED PROPERTY FOR BUILDINGS AND OTHER IMPROVEMENTS:

- 1) Proof of ownership, i.e. Lease Contract, if the owner of the building is not the owner of the land;
- 2) Photocopy of Building Permit and/or Certificate of Completion and/or Certificate of Occupancy;
- 3) Approved Building Plan; Perspective (A-1) & Floor Plan (A-2)
- 4) Current picture of the improvement; **(SHOULD BE COLORED)**
- 5) Duly accomplished sworn statement; **(NOTARIZED)**
- 6) **(FOR RESIDENTIAL ONLY)** In the absence of no. 2: Certification from barangay of the length of period/year the improvement was built;
- 7) **(FOR MACHINERIES)** Notarized Sworn Statement of true value of Machineries (form) and statement of the owner of the land or lessor;
- 8) Picture of Machineries; **(SHOULD BE COLORED)**
- 9) **IF NOT OWNER - S.P.A. and/or Authorization Letter and Photocopy of valid I.D. of both owner and authorized representative;**
- 10) Others, pls. specify \_\_\_\_\_

**PAKI-KUMPLETO PO ANG PAGSAGOT SA MGA MAY PULANG TSEK (✓), GAYON DIN NAMAN PATI PO ANG "SWORN STATEMENT".**

- ✓ Tax Declaration No. of Land: \_\_\_\_\_
- ✓ Tax Declaration No. of Building: \_\_\_\_\_
- ✓ Owner's Mailing Address: \_\_\_\_\_
- ✓ Location of Property: \_\_\_\_\_
- Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- ✓ Requested by: \_\_\_\_\_ **(Signature ABOVE printed name)**
- ✓ Tel. No. \_\_\_\_\_
- Email: \_\_\_\_\_
- If requested by representative: \_\_\_\_\_
- ✓ ID PRESENTED: \_\_\_\_\_
- ✓ ID No. \_\_\_\_\_
- ✓ Relation to owner: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_

Verified / Inspected by: \_\_\_\_\_  
 Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: This is without prejudice to the continuation of any public auction conducted by the City Government of Valenzuela

*"Tayo na, Valenzuela!"*

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